



DEVAL L. PATRICK  
GOVERNOR

TIMOTHY P. MURRAY  
LT. GOVERNOR

MARY ELIZABETH HEFFERNAN  
SECRETARY

*The Commonwealth of Massachusetts*  
*Executive Office of Public Safety and Security*  
*Department of Fire Services*

*P.O. Box 1025 ~ State Road*

*Stow, Massachusetts 01775*

*(978) 567~3100 Fax: (978) 567~3121*

*[www.mass.gov/dfs](http://www.mass.gov/dfs)*



STEPHEN D. COAN  
STATE FIRE MARSHAL

**Memorandum**

**TO:** Heads of Fire Department

**FROM:** Stephen D. Coan  
State Fire Marshal

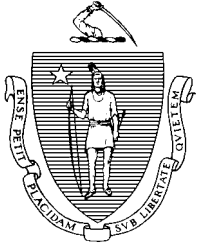
**DATE:** February 1, 2011

**SUBJECT:** Recent amendment to 527 CMR

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This is to advise you that 527 CMR 12, the Massachusetts Electrical Code has been updated and is available on our web site if you wish to obtain a copy. The Massachusetts Electrical Code consists of front-end amendments package along with the referenced standard entitled the National Electrical Code (NFPA 70) 2011 edition. This package is known as the Massachusetts Electrical Code (MEC 527 CMR.12.00). This section of code has an effective date as of 1/1/2011; together this codified document establishes minimum safety provisions that are applicable to all electrical installations.

If you have any further questions please contact the Code Compliance and Enforcement Unit at 978-567-3375 or in Western MA at 413-587-3181.



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STEPHEN D. COAN  
STATE FIRE MARSHAL

## MEMORANDUM

**TO:** Heads of Fire Departments

**FROM:** Stephen D. Coan  
State Fire Marshal

**DATE:** February 1, 2011

**SUBJECT:** Means of Egress

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In light of all the snow that we have experienced over the past month, I wanted to take a moment to encourage inspections of egress at all facilities. We all have a tendency to shovel and clear out only the doors that we use each day. However, in the event of a fire or other emergency the normal egress door may be blocked and require alternative means of egress.

I have included several sections of the fire code that would be applicable for enforcement orders in your community.

527 CMR 10.03(13) Hazards to Means of Egress.

(a) Obstructions. No person shall at any time place an encumbrance of any kind before or upon any fire escape, balcony or ladder intended as a means of escape from fire. The means of egress from each part of the building, including stairways, egress doors, and any panic hardware installed thereon, aisles, corridors, passageways and similar elements of the means of egress, shall at all times be maintained in a safe condition and shall be available for immediate use and free of all obstructions.

(d) Exterior egress. All exterior stairways and fire escapes shall be kept free of snow and ice. Any fire escape or exterior stairway found to be in a state of deterioration or determined to be unsafe by the head of the fire department shall be repaired immediately. Depending on the structural condition, a load test of any fire escape shall be conducted before it is returned to service.

*Administrative Services • Division of Fire Safety*  
*Hazardous Materials Response • Massachusetts Firefighting Academy*

527 CMR 10.17(4) Means of Egress.

(a) General. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use, to determine compliance with the provisions of 527 CMR 10.17. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

In addition, in light of the aggressive fire safety regulations passed in the wake of the Rhode Island nightclub fire, places of assembly have very strong enforcement penalties. I have attached a copy of MGL 148 section 34A for your use, too.

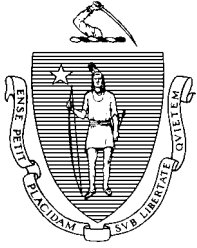
Section 34A. (a) Any owner, occupant, lessee or other person having control or supervision of any assembly use group building, as defined by the state building code, and who causes or permits a dangerous condition to exist on the premises at anytime shall be punished by a fine of not more than \$5,000 or by imprisonment in the house of correction for not more than 2 1/2 years, or both. For the purposes of this section, "dangerous condition" shall mean:—

- (1) any blocked or impeded ingress or egress;
- (2) (2) the failure to maintain or the shutting off of any fire protection or fire warning system required by law;
- (3) the storage of any flammable or explosive without a properly issued permit in quantities in excess of allowable limits of any permit to store;
- (4) the use of any firework or pyrotechnic device, as defined by the board of fire prevention regulations, without a properly issued permit; or
- (5) exceeding the occupancy limit established by the local building inspector pursuant to chapter 143.

Nothing in this section shall preclude the issuance of a citation for a code violation, as provided for by chapter 148A.

(b) Whoever is convicted of a second or subsequent violation of paragraph (a) shall be punished by a fine of not more than \$25,000 or by imprisonment in the state prison for not more than 5 years or in a house of correction for not more than 2 1/2 years, or both such fine and imprisonment.

If anyone has any questions relative to the fire code or section of law referenced please contact the Code Compliance and Enforcement Unit at 978-567-3375 or in Western MA at 413-587-3181.



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STEPHEN D. COAN  
STATE FIRE MARSHAL

## MEMORANDUM

**TO:** Heads of All Fire Departments

**FROM:** Stephen D. Coan  
State Fire Marshal

**DATE:** January 31, 2011

**SUBJECT:** Reporting 2010 MFIRS Reports

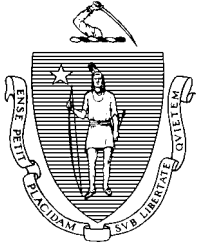
The U.S. Fire Administrations (USFA) has requested that we submit and release all of the MFIRS reports to the federal system by July 1<sup>st</sup> so they can make well-timed policy decisions. To meet the USFA's cutoff date, the Department of Fire Services must receive all 2010 incident reports by March 31, 2011. This timeline would ensure that departments still receive our annual year-end quality control and feedback reports in enough time to make any necessary corrections or edits before we forward the data to the USFA. The USFA would then be able to include Massachusetts data in their annual release.

In early March, each department will receive the annual set of year-end quality control and feedback reports. Please review these reports and make any necessary corrections or additions to ensure that the Fire Data Unit has all of your incident reports along with the best quality of data to perform its annual analysis to pass on to the USFA.

I ask for your cooperation to examine internal operations to ensure that your records management system (RMS) permits you to meet the March 31, 2011 deadline.

If you have any questions or need additional information please contact Derryl Dion of the Fire Data Unit of the Division of Fire Safety at [Derryl.Dion@state.ma.us](mailto:Derryl.Dion@state.ma.us) or (978) 567-3382.

*Administrative Services • Division of Fire Safety*  
*Hazardous Materials Response • Massachusetts Firefighting Academy*



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STEPHEN D. COAN  
STATE FIRE MARSHAL

**MEMORANDUM**

**TO:** Heads of Fire Departments

**FROM:** Stephen D. Coan  
State Fire Marshal

**DATE:** February 1, 2011

**SUBJECT:** Recall of LP-Gas

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This advisory was sent to you as a stand-alone advisory during January; however, I did want to include in the February DFS Briefs as this is an important issue. As you are aware this past fall, my office in conjunction with the Attorney General's Office, took swift action in conducting an investigation into under-odorized LP-Gas within the Commonwealth. We transmitted all our information to the Consumer Product Safety Commission (CPSC) as I felt it was a multi-state issue.

My office was notified by the Propane Gas Association of New England (PGANE), that the CPSC intended to release public notice of a voluntary recall involving LP-Gas shipped into various states by Aux Sable Industries of Morris, Illinois. The recall was announced January 20, 2011. See attached reference documentation. I believe this recall by CPSC is a direct result of my office sharing information with them, as a result of the Commonwealth's investigation. Any consumer who feels they may be affected should follow the recall information provided by CPSC.

The information provided by me in this email is for informational purposes only. I am not asking for your department to take any further action in this matter. This information will allow your department to provide the appropriate information in the event your office receives any phone calls from affected residents and/or distributors. **This recall involves odorized LP-Gas delivered for storage tanks or sold in portable cylinders between February 25, 2010 and September 30, 2010. However, if the storage tanks have been refilled since the timeframe indicated, the additional gas is not subject to the recall.** Any resident in Massachusetts whose most recent propane gas purchase or delivery was between February 25, 2010 and September 30,

2010 should immediately contact Aux Sable to arrange for a free inspection. If there is insufficient odorant, additional odorized propane or a replacement portable propane cylinder will be provided free of charge. For additional information, contact Aux Sable toll-free at (866) 473-7612 any time or visit the propane alert website at [www.PropaneGasAlert.com](http://www.PropaneGasAlert.com).

If you have any further questions contact the Code Compliance and Enforcement Desk at (978) 567-3375 or in Western MA at (413) 587-3181.

# News from CPSC

## U.S. Consumer Product Safety Commission

Office of Information and Public Affairs

Washington, D.C. 20207

**For Immediate Release**  
**January 2011**

**Firm's Recall Hotline: (866) 473-7612**  
**CPSC Recall Hotline: (800) 638-2772**  
**CPSC Media Contact: (301) 504-7908**

## Aux Sable Liquid Products Recalls to Inspect Propane Gas; Can Pose Fire and Burn Hazards

WASHINGTON, D.C. – The U.S. Consumer Product Safety Commission, in cooperation with the firm named below, today announced a voluntary recall of the following consumer product. It is illegal to resell or attempt to resell a recalled consumer product.

**Name of product:** Propane (LP) Gas sold in portable cylinders and delivered to storage tanks

**Units:** About 700 rail cars

**Manufacturer:** Aux Sable Liquid Products, of Morris, Ill.

**Hazard:** Some of this propane does not have sufficient levels of the odorant that is added to propane to help alert consumers to a gas leak. Failure to detect leaking gas can present fire, explosion and thermal burn hazards to consumers.

**Incidents/Injuries:** None reported.

**Description:** This recall involves odorized propane gas delivered for storage tanks or sold in portable cylinders between February 25, 2010 and September 30, 2010. If the storage tank has been refilled or if the consumer has received additional propane since September 30, 2010, such propane is not included in this recall.

**Sold at:** Propane retailers in the following states: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, Tennessee, Vermont and Virginia from February 25, 2010 through September 30, 2010.

**Manufactured in:** United States

**Remedy:** Consumers in the affected states whose most recent propane gas purchase or delivery was between February 25, 2010 and September 30, 2010 should immediately contact Aux Sable to arrange for a free inspection. If there is insufficient odorant, additional odorized propane or a replacement portable propane cylinder will be provided free of charge.

**Consumer Contact:** For additional information, contact Aux Sable toll-free at (866) 473-7612 any time or visit the propane alert website at [www.PropaneGasAlert.com](http://www.PropaneGasAlert.com).

**NOTE:** Consumers should not attempt to test the propane gas themselves. In addition, if you smell even a faint odor of gas and suspect a gas leak:

\*Leave the house immediately.

\* Do not use your phone; Call your gas supplier or dial 911 for assistance from a neighbor's house.

\* Do not light a match.

\* Do not turn on a light.

\* Do not switch on anything electrical.

CPSC is still interested in receiving incident or injury reports that are either directly related to this product recall or involve a different hazard with the same product. Please tell us about it by

visiting <https://www.cpsc.gov/cgibin/incident.aspx>

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The U.S. Consumer Product Safety Commission is charged with protecting the public from unreasonable risks of injury or death associated with the use of the thousands of consumer products under the agency's jurisdiction. Deaths, injuries and property damage from consumer product incidents cost the nation more than \$800 billion annually. The CPSC is committed to protecting consumers and families from products that pose a fire, electrical, chemical, or mechanical hazard. CPSC's work to ensure the safety of consumer products - such as toys, cribs, power tools, cigarette lighters, and household chemicals – contributed to a significant decline in the rate of deaths and injuries associated with consumer products over the past 30 years.

Under federal law, it is illegal to attempt to sell or re-sell this or any other recalled product.

To report a dangerous product or a product-related injury, call CPSC's Hotline at (800) 638-2772, teletypewriter at (800) 638-8270, or visit [www.cpsc.gov/talk.html](http://www.cpsc.gov/talk.html). Consumers can obtain this press release and recall information at [www.cpsc.gov](http://www.cpsc.gov). To join a free e-mail subscription list, please go to [www.cpsc.gov/cpsclist.aspx](http://www.cpsc.gov/cpsclist.aspx).

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# SAFETY ALERT

## Free Testing of Propane Tanks for Odorant

Consumers whose most recent propane delivery was between February 25, 2010 and September 30, 2010, or who purchased propane cylinders during this time period. Certain shipments of Aux Sable odorized propane sold to consumers during this time frame may not have contained sufficient odorant.

**Failure to detect leaking gas can present a fire, explosion or thermal burn hazard.**



### **ACTIONS TO TAKE:**

- (1) DO NOT ATTEMPT to test your propane yourself.
- (2) CALL (866) 473-7612 to see if your propane is covered under this notice.
- (3) Aux Sable will coordinate with your supplier/retailer to test and, if necessary, remediate your propane. Both the testing and remedy are FREE.

## CALL: (866) 473-7612

Aux Sable Liquid Products  
Morris, Illinois 60450

POST UNTIL: July 1, 2011

# **Propane Product Safety Alert**

## **ATTENTION Retailers**

January 18, 2011

Aux Sable is working with the Consumer Product Safety Commission (CPSC) on a voluntary consumer alert for Thursday, January 20, 2011 with respect to certain shipments of propane gas that may have been insufficiently odorized. Below is information about the alert and steps for us to take together to assure the continued safety of those who may have received this propane. We are committed to the safe and reliable distribution, handling and use of propane (LP) gas.

**Alert:** Certain shipments of odorized propane loaded into rail cars at the Aux Sable Morris/Channahon, Illinois facility between February 25, 2010 and September 2, 2010 might contain odorant levels below specification. Consumers may have purchased this propane gas any time up to September 30, 2010. To be clear, if a consumer has received propane since September 30, 2010, that propane is not subject to this notice.

**Sold to:** Aux Sable is a manufacturer and distributes odorized propane to its sole customer, P Products North America, Inc., and P's two direct customers, as Supply Resources, LLC (a/k/a DCP) and NGL Supply Co. These companies have authorized Aux Sable to contact their retail customers, including you, to facilitate this alert.

**Hazard:** Odorant is added to propane to help alert customers to a propane gas leak, but this affected propane might not have the recommended level of odorant. Failure to detect leaking gas can present a fire, explosion or thermal burn hazard. The quality of the propane is not at issue, and the propane will not affect the operation of gas appliances.

**Retailer Remedy:** CPSC requires certain information from you. Recently, Aux Sable has sought this information. If you have not yet provided it, please immediately provide the following information:

- Did you receive Aux Sable propane from June 1, 2010 and September 2, 2010?
- Have your storage tanks containing Aux Sable propane completely turned over since September 2, 2010? If so, approximately how many times?

- Provide documentation of proper odorization of your tanks after September 2, 2010.
- If you cannot provide documentation of proper odorization, affirmatively test these bulk storage tanks for adequate odorization and provide those results.

**Customer Remedy:** In cooperation with the CPSC, Aux Sable is sending a press release about this safety alert that is intended to generate television, radio and newspaper coverage. Customers will be directed to call our toll free line, (866) 473-7612 or visit [www.PropaneGasAlert.com](http://www.PropaneGasAlert.com). They will then be directed to their service provider, which may be you. In addition, the toll free service should send you the customer's contact information.

In coordination with the CPSC, we need you take the following actions should a consumer call you in response to this product alert. Please keep records of all individuals who call you about the alert so that we may provide this information to the CPSC.

- (1) STEP 1: Record the customer's information and verify that the customer was provided and remains in possession of propane affected by this alert. Only customers whose most recent delivery of propane was between February 25, 2010 and September 30, 2010 are subject to this notice. If the customer has received a propane delivery after September 30, 2010, the propane gas in the tank is not subject to this alert.
- (2) STEP 2: If your customer has propane affected by this alert, conduct a sniff test of the customer's propane tank or portable cylinder. For each test conducted, we will reimburse all reasonable and necessary costs of conducting the test, up to \$50 and provide an additional \$30 stipend for your time.
- (3) STEP 3: If there is any failure of a sniff test, the CPSC requires that you document the testing for forwarding to the CPSC. Also, contact me immediately at (815) 941-6250. You should remedy storage tanks by adding super-odorized propane and re-test to assure that the comingled propane contains adequate odorant. Portable cylinders should be exchanged with a replacement cylinder that has properly odorized propane. We will reimburse you for this propane and then work with you and the CPSC to aggressively investigate what further sampling, testing, analysis, or remediation may be necessary for your other potentially affected customers.

- (4) STEP 4: Have a qualified individual timely certify all contacts, testing and remediation efforts by customer to Aux Sable and itemize your costs for reimbursement.

In addition to the above steps, we are enclosing posters on color paper that you should prominently display at your facility. If there are others ways that we can be of assistance to you in alerting and servicing your customers who may still have this propane in their tanks or cylinders, please let me know. For example, Aux Sable can provide additional copies of the product alert for you to pass on to your customers. We also have enclosed copies of the Retailer Certification Form to be filled out by your representative in conjunction with any site inspection.

Given the safety considerations of this urgent matter, we must report information on each customer who contacts you about this alert to the CPSC in a highly timely manner. Your immediate cooperation in assuring the safety of propane gas consumers is greatly appreciated. Please call (866) 473-7612 or visit [www.PropaneGasAlert.com](http://www.PropaneGasAlert.com) for information on completing these requirements.

If you have any questions, please do not hesitate to contact me at (815) 941-6250 or [scott.seibert@auxsable.com](mailto:scott.seibert@auxsable.com). We regret any inconvenience this may cause.

**Scott Seibert**

Public Affairs Coordinator

6155 E. US Route

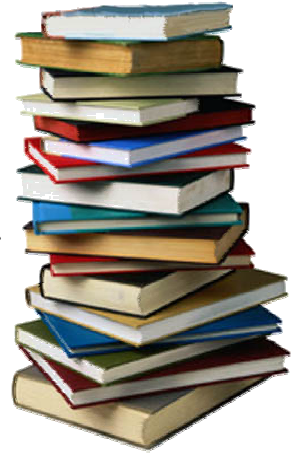
Morris IL 60450

Phone: (815) 941-6250

Email: [scott.seibert@auxsable.com](mailto:scott.seibert@auxsable.com)

# FIRE PREVENTION 101

This two-day program is designed to give the new or existing fire prevention inspector an overview of their responsibilities, statutory authority and the permitting process. This program is based on NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner* as well as Chapter 148 of the Massachusetts General Laws and 527 CMR, the State Fire Code. In addition to covering the basic roles and responsibilities of the fire inspector, this course will address legal responsibilities, duties and the writing of notices, orders, and court action.



Course #: 200-000-329 Session B  
Date: March 2 & 16, 2011  
Time: 0900-1600  
Location: Department of Fire Services  
State Road  
Stow, MA 01775

***Please complete a standard DFS / MFA student application or register online at [www.mass.gov/dfs](http://www.mass.gov/dfs).***

**Mail to:** Registrar  
Massachusetts Firefighting Academy  
State Road, P.O. Box 1025, Stow, MA 01775  
(978) 567-3200

**Or Fax to:**  
(978) 567-3229



Department of Fire Services / Division of Fire Safety

**\*\*\* Register Early! \*\*\***



# **FIRE PREVENTION MARCH SCHEDULE 2011**



## **527 CMR 13 – BLASTING DETAIL ORIENTATION**

This program will acquaint fire department personnel with the safe transportation, storage and use (Blasting) of explosives. The program will provide personnel with an understanding of the role of a blast detail.

<b>List of Dates</b>	<b>Locations</b>
Course #: 200-000-611-E <b>Date: March 10, 2011</b> Time: 1830-2130 Location: Great Barrington Fire Department	Great Barrington Fire Department 37 State Road, Great Barrington, MA
Course #: 200-000-611-C <b>Date: March 15, 2011</b> Time: 0900-1200 Location: Bourne Fire Department	Bourne Fire Department 51 Meeting House Lane, Sagamore Beach, MA
Course #: 200-000-611-D <b>Date: March 22, 2011</b> Time: 0900-1200 Location: South Deerfield Fire Department	South Deerfield Fire Department 84 Greenfield Road, South Deerfield, MA
Course #: 200-000-611-A <b>Date: March 31, 2011</b> Time: 1000-1300 Location: Department of Fire Services	Department of Fire Services / Massachusetts Firefighting Academy State Road, Stow, MA
Course #: 200-000-611-B <b>Date: March 31, 2011</b> Time: 1830-2130 Location: Department of Fire Services	Department of Fire Services / Massachusetts Firefighting Academy State Road, Stow, MA

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Massachusetts Firefighting Academy  
State Road, P.O. Box 1025, Stow, MA 01775  
(978) 567-3200

**Or Fax to:**  
(978) 567-3229

## **Training for April: 8th Edition of the State Building Code**

***(Please wait for the DFS March Briefs at [www.mass.gov/dfs](http://www.mass.gov/dfs) for descriptions, scheduled dates and times)***



**Department of Fire Services / Division of Fire Safety – Code Enforcement Training**





**Department of Fire Services &  
Massachusetts State Police  
Fire and Explosion Investigation Section**



*are pleased to announce*

## ***Identifying and Understanding Firefighter Arson***

The course discusses the following topics:

- Understanding the firefighter arson problem
- Motives of firesetting firefighters
- Know why some firefighters commit arson
- Effect of firefighter arson on community and fire service
- Understand the Massachusetts arson statute
- Basic profile of the firefighter arsonist
- Know the fire service's responsibility in preventing firefighter arsonists
- Background checks of applicants

***Training is designed for fire chiefs, fire investigators, and police***

<b>Course:</b>	<b>200-900-516 Session A</b>	<b>Course:</b>	<b>200-900-516 Session B</b>
<b>Date:</b>	<b>March 22, 2011</b>	<b>Date:</b>	<b>March 23, 2011</b>
<b>Time:</b>	<b>0900-1200</b>	<b>Time:</b>	<b>1800-2200</b>
<b>Location:</b>	<b>Massachusetts Firefighting Academy 1 State Road, Stow, MA</b>	<b>Location:</b>	<b>South Deerfield Fire Department 84 Greenfield Road South Deerfield, MA</b>
<b>Room:</b>	<b>Link 105</b>		

***This is a priority selection course and you will be notified by email as to whether or not you have been selected to attend.***

**SPEAKER BIO:**

*Trooper First Class David B. Klitsch, CFI*

*Dave joined the Pennsylvania State Police in February 1992 and was assigned patrol related duties. In January 2003, Dave accepted the full-time fire marshal assignment and has been investigating fires & explosions ever since. Prior to being hired full-time, Dave worked within the Fire Marshals Unit investigating incidents and then was transferred to the Forensic Services Unit, collecting evidence and processing for all major crime scenes.*

*Dave is a certified fire investigator through the IAAI and the Pennsylvania State Fire Commissioners Office. He teaches fire investigation related classes, is an adjunct instructor at the National Fire Academy and a contract instructor for the Alcohol, Tobacco, Firearms & Explosives (ATF). Dave's firefighting background includes 25 years in the volunteer fire service where he rose up through the ranks including holding the position of fire chief.*

***Please complete a standard DFS / MFA student application or register online at [www.mass.gov/dfs](http://www.mass.gov/dfs).***

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Massachusetts Firefighting Academy  
State Road, P.O. Box 1025, Stow, MA 01775  
(978) 567-3200

**Or Fax to:**  
(978) 567-3229



***Department of Fire Services / Massachusetts State Police FEIU***

# Chief Fire Officer Management Program

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The Chief Fire Officer Management program is presented in partnership with the University of Massachusetts Edward J Collins Jr. Center for Public Management and has been designed to address all of the objectives in NFPA 1021 for Fire Officer III and IV. The major topic areas include:

- Leadership and the Chief Officer
- Administrative Structures
- Basic Communication Skills
- Basic Administrative Skills
- Supervision and Management
- Logic, Ethics and Decision Making
- Human Resource Management
- Community and Government Relations
- Administrative Programs
- Fire Prevention and Life Safety Programs
- Emergency Services Delivery
- Comprehensive Safety and Health Programs

Presenters from both the public and private sector with an expertise in the particular subject areas will deliver this program. The information covered and case histories will be pertinent to Massachusetts municipal operations. The *IFSTA Chief Officer, second edition*, is the text that will be used and provided to each student on the first day.

The participant will be required to do considerable out of class preparation in advance of each class to maximize their understanding of the course materials.

**Prerequisites:** Preferably ICS 300 qualified or as minimum ICS 200 qualified.

**This is a priority selection program.** All applications received by the deadline will be reviewed and the following priority selection will be used:

- Priority 1 Chief Administrators/Chief of Department
- Priority 2 Chief Officers
- Priority 3 Acting Chief Officers
- Priority 4 Company Officers
- Priority 5 ICS 300



**Course Completion Requirement:** Students must have 100% participation in all sessions, and must complete a five to ten page work related paper to receive their certificate of completion.

**Application Process:** Complete one copy of the Chief Fire Officer Management Training Program student application and attach the following: an organizational chart showing all department positions and indicating the applicant's position, a one page statement of why the applicant should be accepted into the program, a list of the national certifications the applicant currently holds, and a resume.



**Course Number:**  
**200-032-331 Session A**

**Date/Time:**

March 10, 17, 24, & 31  
April 7, 14, & 28  
May 5, 12, 19, & 26  
June 2, 9, 16 (snow day)  
Time: 0900-1600

**Location:**

Massachusetts Firefighting Academy  
1 State Road  
Stow, MA

**Application Deadline:** All application packets must be received at The Academy by 1700 hours on Friday, February 18, 2011. All applicants will receive notification of program acceptance no later than Friday, February 25, 2011.

# Department of Fire Services, Massachusetts Firefighting Academy

University of Massachusetts  
Edward J. Collins Jr. Center for Public Management

## CHIEF FIRE OFFICER MANAGEMENT PROGRAM Student Application

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Home  
Address: \_\_\_\_\_  
Street City State Zip

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Rank: ☐ Chief of Department ☐ Chief Officer ☐ Acting Chief Officer

☐ Captain ☐ Lieutenant ☐ Firefighter

☐ Other: \_\_\_\_\_

- Each applicant must attach an organizational chart indicating his/her position within the department.
- Each applicant must attach a copy of his/her certificate for ICS level completed and a list of the national certifications that they currently hold.
- Each applicant must attach a one-page statement, stating why he/she should be accepted into this Chief Fire Officer Management Program.
- Each applicant must attach a current resume.

Applicant's Signature: \_\_\_\_\_

This application and all attachments must be received **No later than 1700 hours on Friday February 18, 2011** at:

Registrar  
The Massachusetts Firefighting Academy  
P.O. Box 1025 – State Road  
Stow, MA 01775

All applicants will receive a letter of acceptance or non-acceptance.



# CFATS TRAINING



**REGISTER NOW!**

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## **Chemical Facility Anti-Terrorism Standards**

The Department of Homeland Security (DHS) has issued Chemical Facility Anti-Terrorism Standards (CFATS) for any facility that manufactures, uses, stores, or distributes certain chemicals at or above a specified quantity.

This presentation by DHS instructors will demonstrate the responsibility shared among federal, state and local governments, as well as the private sector.

Attendees will learn which chemicals are included on the "Chemicals of Interest" listing, the facilities inspection process, as well as critical information for emergency responders.

The specific focus of this presentation will be towards hazmat technicians and firefighters.

<p><b>Course Number: 200-000-S52 Session A</b> <b>Date &amp; Time: Wednesday, February 23, 2011 @ 1000 – 1200 hrs</b> <b>Location: Department of Fire Services, Stow, MA</b> <b>Classroom 124</b> <a href="http://www.mass.gov/dfs">www.mass.gov/dfs</a></p>
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*There is no fee for this training.*

*Please complete a standard DFS /MFA student application or register online at [www.mass.gov/dfs](http://www.mass.gov/dfs).*

Mail to: Registrar  
Massachusetts Firefighting Academy  
P.O. Box 1025, State Road, Stow, MA 01775

Or Fax to: (978) 567-3229

This is a priority selection course and you will be notified as to whether or not you have been selected to attend.

# *Public Fire and Life Safety Educator*

- *Do you ever wonder what fire and life safety education is all about?*
- *Are you charged with improving your department's current program?*
- *Does the department next door receive better PR because of their success in Public Fire Education?*

***Public Fire and Life Safety Educator*** - This course is a 40-hour program designed to provide a community with the basis for a solid public education program. This course is best suited for a department's lead instructor or members of those communities who have not previously participated in this training. This class will be filled on a first come, first served basis with preference given to communities who have received a S.A.F.E. grant.

This program will help the fire educator continue to raise the bar for quality fire and life safety education.



<b>COURSE #:</b>	<b>200-271-601 Session A</b>
<b>DATES:</b>	March 10, 11, 18, 24 & 25, 2011
<b>TIMES:</b>	0800 - 1700 hours
<b>LOCATION:</b>	Westford Fire Department, Station #3 Town Farm Road Westford, Massachusetts

***Please complete a standard DFS / MFA student application or register online at [www.mass.gov/dfs](http://www.mass.gov/dfs).***

**Mail to:** Registrar  
Massachusetts Firefighting Academy  
State Road, P.O. Box 1025, Stow, MA 01775

**Or Fax it to:**  
(978) 567-3229



Department of Fire Services / Division of Fire Safety – Code Enforcement Training

# SENIOR FIRE OFFICER FORUM



## REGISTER NOW!

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### *Minneapolis Responds – The Interstate I-35W Bridge Collapse*

On August 1, 2007 at 6 pm, the unthinkable happened in downtown Minneapolis, Minnesota. A major 8-lane interstate bridge over the Mississippi suddenly collapsed. There were 190 people and over 100 vehicles on the bridge when it fell into the river during rush hour. In a matter of a few seconds, thirteen people lost their lives and over 100 motorists were injured.

This disaster captured the attention of the international media and reporters from around the world were on site the next day. Minneapolis Fire Chief Jim Clack, the Unified Incident Commander will provide an overview of the response by local fire, emergency medical services, and law enforcement agencies, which has been described as a model of effectiveness by many inside and outside of government.

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**Speaker:** Fire Chief Jim Clack, Unified Incident Commander

*Chief Jim Clack is currently the fire chief in the Baltimore, Maryland, and is the first Baltimore fire chief ever appointed from outside the organization. Chief Clack has completed the Executive Fire Officer program at the National Fire Academy and holds a bachelor's degree in Fire Administration from Southwest Minnesota State University.*

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**Course Number: 200-039-670 Session A**

**Date & Time: Tuesday, February 15, 2011 @ 1000 – 1500 hrs**

**Location: Department of Fire Services, Stow, MA**

[www.mass.gov/dfs](http://www.mass.gov/dfs)

***\*Lunch available at location\****

*Register online at [www.mass.gov/dfs](http://www.mass.gov/dfs) or fax a MFA Registration Form to 978-567-3229*

*Out of state fire service personnel will be charged a registration fee of \$25.00.  
Please make checks payable to: Massachusetts Firefighting Academy Trust Fund  
Mail to: Massachusetts Firefighting Academy  
P.O. Box 1025, State Road, Stow, MA 01775*

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***Special Presentations for Massachusetts Senior Fire Officials***

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# SENIOR FIRE OFFICER FORUM

## SPRING 2011

### REGISTER NOW!

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#### **Minneapolis Responds- The Interstate I-35W Bridge Collapse**

**Speaker: Fire Chief Jim Clack, Unified Incident Commander**

Course #: 200-039-670 Session A

Date & Time: Tuesday, February 15, 2011 @ 1000 – 1500 hrs

Location: Department of Fire Services, Stow

Lunch available at location

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#### **NIOSH Reports: Lessons Learned or not . . . . .**

**Speaker: Chief Peter Lamb, North Attleboro Fire Department**

Course #: 200-039-671 Session A

Date & Time: March 23, 2011 @ 1000 – 1500 hrs

Location: Department of Fire Services, Stow

Lunch available at location

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#### **Preventing Command Dysfunction**

**Speaker: Chief I. David Daniels, Renton, WA Fire Dept.**

Course #: 200-039-672- Session A

Date & Time: Friday, April 8, 2011 @ 1000 – 1500 hrs

Location: Department of Fire Services, Stow

Lunch available at location

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*Out of state fire service personnel will be charged a registration fee of \$25.00.*

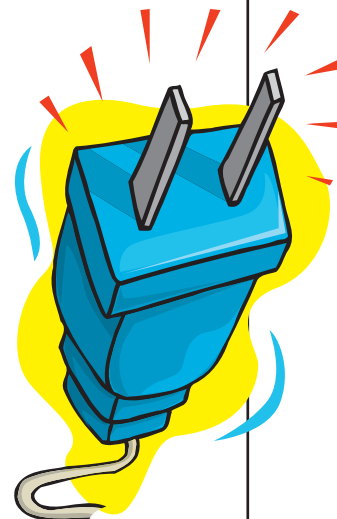
**\*\*REGISTER FOR EACH SEMINAR SEPARATELY\*\***

*Register online at [www.mass.gov/dfs](http://www.mass.gov/dfs) or  
fax a MFA Registration Form to 978-567-3229*

# Space Heater Fire Safety

## Space Heater Fires between 2005-2009

Fifty-nine (59) space heater fires were reported to the Office of the State Fire Marshal between 2005-2009. While these fires are not frequent, they are deadly. One of every seven space heater fires causes a fatality. These fires caused eight civilian deaths, seven civilian injuries, 14 fire service injuries and an estimated dollar loss of \$3 million. The average dollar loss for a space heater fire is \$42,835. Twenty percent (20%) of these fires were caused when combustible materials such as bedding, magazines, newspapers, clothing or furniture were too close to the heater, and another 7% were caused when rugs, carpets or mats were under or too close the heater.



## Safety Tips

*If you must use a space heater for heat, use it as safely as possible.*

- When buying a heater, look for one that has been tested and labeled by a nationally recognized testing company.
- Keep the heater three feet away from drapes, furniture or other flammable materials. Place it on a level surface away from areas where someone might bump it and knock it over.
- If you must use an extension cord, make sure it is a heavy duty cord marked with a power rating at least as high as that on the label of the heater itself.
- Never leave a space heater unattended or running while you sleep.
- Keep electric heaters away from water. Never use them near a sink or in the bathroom.
- The sale and use of unvented kerosene heaters is illegal in Massachusetts.



## **FireFACTORS**

**Office of the State Fire Marshal  
Commonwealth of Massachusetts**

P.O. Box 1025 State Road • Stow, Massachusetts 01775 • (978) 567-3300 • [www.mass.gov/dfs](http://www.mass.gov/dfs)  
Public Education Hotline • 1-877-9 NO FIRE

# Safety Tips for Open Burning Season



## Open Burning Season Starts January 15 and Ends May 1

Open burning season is from January 15 to May 1 each year in communities where it is allowed. Check with your local fire warden or fire chief.

## Permit Required from Local Fire Warden/Fire Chief

A permit must be obtained from the local fire warden, usually the local fire chief.

Weather conditions can change rapidly, especially in the spring, and fire wardens will determine on a daily basis when it is safe to conduct open burning. If winds kick up or other atmospheric conditions change suddenly, making it unsafe to burn, permits can be rescinded.

The open burning must be a minimum of 75 feet from all buildings and must be conducted between the hours of 10 a.m. and 4 p.m. and must take place on the land closest to the source of material to be burned, according to Department of Environmental Protection regulations (310 CMR DEP 7.07).

## Burning, with a permit for the following materials is allowed:

- Brush, cane, driftwood, and forestry debris from other than commercial or industrial land clearing operations.
- Materials normally associated with the pursuit of agriculture such as fruit tree prunings, dead raspberry stalks, blueberry patches for pruning purposes, and infected bee hives for disease control.
- Trees and brush resulting from agricultural land clearing.
- Fungus infected elm wood, if no other acceptable means of disposal is available.

## Burning of the following materials is prohibited statewide:

- Brush, trees, cane and driftwood from commercial and/or industrial land clearing operations.
- Grass, hay, leaves and stumps, and tires.
- Construction material and debris.

## How to Safely Ignite the Fire

An adult should always be present during open burning and children and pets should be kept a safe distance away.

Use paper and kindling to start the fire and add progressively larger pieces of wood. Parts of a leftover Christmas tree may also be used.



## **FireFACTORS**

**Office of the State Fire Marshal  
Department of Fire Services**

P.O. Box 1025 State Road • Stow, Massachusetts 01775 • (978) 567-3300 • [www.mass.gov/dfs](http://www.mass.gov/dfs)



# Open Burning Safety Tips

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Never use gasoline, kerosene or any other flammable liquid to start a fire because the risk of personal injury is high.

Burn one small pile at a time and slowly add to it. This will help keep the fire from getting out of control.

Select a location away from any utility lines.

## **Fire Must Be Attended Until Extinguished**

While the fire is burning, an adult must attend the fire until it is completely extinguished.

## **Have Fire Control Tools On Hand**

Have fire extinguishment materials on hand including a water supply, shovels and rakes.

The water supply could be a pressurized water fire extinguisher, a pump can or garden hose, and be sure to test it out before igniting the fire. You do not want to find out that the water is still shut-off at the house faucet or that the hose is cracked when you need it most.

## **Watch the Wind: Be Prepared to Extinguish All Open Burning**

Be prepared to extinguish your fire if the winds pick up or weather changes. Use common sense and don't wait for the fire department to contact you that it has become unsafe to burn. Sudden wind change is how most open burning gets out of control.

## **Don't Delay a Call For Help**

If for some reason, the fire should get out of control, call the fire department immediately.

Use the utmost caution to prevent injury to yourself or family members or any damage by fire to your home.

People conducting illegal burning, or who allow a fire to get out of control, may be held liable for costs of extinguishing the fire, fined and even imprisoned (MGL C48 S13).

## **April is the Cruellest Month**

April is usually the worst month for brush fires. When the snow pack recedes, before new growth emerges, last year's dead grass, leaves and wood are dangerous tinder. Winds also tend to be stronger and more unpredictable during April.

## **Prevent Wildfires By Burning During Wet Snowy Conditions**

Prevent permit fires from becoming wildland fires by burning early in the season. Wet and snowy winter conditions, hinder the rapid spread of fire on or under the ground. Weather conditions and increased fire danger may lead to many days when burning cannot be allowed to take place.

## **Alternatives to Open Burning**

Open burning releases large amounts of carbon dioxide, other gases, and solid substances directly into the air, which can contribute to respiratory problems. Disposal of natural materials is never as good for the environment as using them again in a different form. Tree limbs, brush and other forestry debris can be chipped or composted into landscaping material. Check with your local public works or highway department; many have chippers at their municipal recycling center or transfer station, and will process debris from homeowners.

# Major Storm Safety

**Prevent fires, electrical shock and carbon monoxide poisoning when coping with a disaster.**

- **Use flashlights and battery-operated candles if the power goes out. Stock up on batteries.**

*Use flashlights or battery-operated candles if the power goes out. Candle fires have more than doubled in the past decade and have turned deadly during power outages when smoke alarms also may not work.*

- **Give your smoke alarms fresh batteries.**

*A working smoke alarm can double your family's chances of surviving a fire. Make sure your smoke alarms have fresh batteries. Install a battery operated or battery back-up smoke alarm if you only have hard-wired ones.*

- **Carbon monoxide (CO) detectors protect your family from the Silent Killer.**

*Install CO detectors on each level of your home and within 10 feet of bedroom doors.*

- **Make and practice a home escape plan, with two ways out and an outside meeting place.**

*Teach your home's escape plan to your holiday guests and if you are visiting friends and relatives, ask about the escape plan and meeting place for their house.*

- **Use generators outdoors only.**

*Generators and other fuel powered machines should be used outside the home. Carbon monoxide fumes are odorless and can quickly overwhelm you indoors.*



## **FireFACTORS**

**Office of the State Fire Marshal • Department of Fire Services**  
P.O. Box 1025 State Road Stow, MA 01775 (978) 567-3300 [www.mass.gov/dfs](http://www.mass.gov/dfs)

- **Use caution with alternative heating and cooking appliances.**

*During windy conditions, a sudden downdraft could blow the fire out of the fireplace into the room. Always use a screen to keep sparks and embers contained.*

*Do not use a charcoal or propane grill inside the home. This could pose a carbon monoxide or an explosion hazard.*

- **Make sure your home fire extinguisher is handy and fully charged.**

- **Calling for Help**

*Charge up your cell phone battery in advance.*

*Fire alarm boxes may not work if the power is out.*

*Do not be afraid to call for help in an emergency or if you think you may be in trouble.*

*Avoid non-emergency calls to police and fire departments.*

- **Gas Safety**

*Smell and listen for leaky gas connections. If you believe there is a gas leak (it smells like rotten eggs), leave immediately and leave the doors open. Do not turn electrical switches or appliances on or off.*

*Never strike a match. Any size flame can spark an explosion.*

- **Remember Water and Electricity Do Not Mix!**

*Watch for downed wires. All downed wires should be considered "live". Be sure to explain this to children.*

*Do not venture into a flooded basement. If the outlets or the fuse box in the basement is under water, it could electrically charge the water and electrocute you. Flooded water may contain untreated sewage and cause serious health problems.*

*If you fill the bathtub with water "just in case", be sure to keep all electrical appliances at a safe distance.*

- **Keep vents clear.**

*Keep outside furnace, hot water and dryer vents clear of drifting snow, leaves or debris to prevent flue gases from backing up into the home and creating a carbon monoxide hazard.*

## Chief Fiscal Officer

### Administrator VI

Agency Name:	Dept. of Fire Services
Official Title:	Administrator VI
Functional Title:	Chief Fiscal Officer
Occupational Group:	Not Used
Position Type:	Non-Civil Service
Full-Time or Part-Time:	Full-Time
Salary Range:	\$41,017.08 to \$93,731.29 Annually
Bargaining Unit:	M99
Shift:	Day
Confidential:	No
Number Of Vacancies:	1
City/Town:	Stow
Region:	CENTRAL
Facility Location:	Stow, MA
Application Deadline:	02-27-2011
Apply Online:	No
Posting ID:	J24256

***This position is funded from the Commonwealth's annual operating budget.***

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### Duties:

The Chief Fiscal Officer (CFO) directs and supervises all fiscals functions related to the Department of Fire Services' (DFS) \$15M in spending and revenue. The CFO also oversees the development and implementation of DFS spending plans in accordance with ANF and the House and Senate Ways and Means Committees as well as communicates DFS' fiscal objectives and benchmarks to the Executive Office of Public Safety and Security (EOPSS). The CFO is responsible for the management of all Fiscal Affairs for DFS and its divisions. Fiscal Affairs includes development and maintenance of budgets and spending plans; purchasing and contracting of goods and services; management of accounts payable and receivable; and control and maintenance of the internal program accounting system. The CFO is responsible for the integrity of the financial accounting and reporting system and for the creation and update of an Internal Control Guide for the agency.

### Job Duties:

1. Direct and manage the preparation of DFS and each operating divisions' budgets including all state, federal, trust and capital funding; preparing justification and explanation of why certain budget items are necessary (in terms of agency goals and

objectives) and how funds will be expended to accomplish objectives. Responses usually require an in depth understanding of historical costs, as well as comprehensive understanding of the impact of new projects not only on each division but also the impact on support functions. These inquiries originate from the administration, the legislature and interested parties, and the agency response can directly impact budget decisions.

2. Direct and manage the creation and development of DFS spending plans and divisions budgets, and the allocation of each programmatic budget within those divisions, utilizing an in-house Access program. Ability to analyze and predict budgetary shortfall and recommend solutions to appropriate staffs. In addition to explaining budget impact to Division Directors, the CFO prepares formal presentations for various boards and commissions as needed and directed by the Executive Office management staff.

3. Direct and manage the procurement and grants management by overseeing the process and coordination of the state and federal grants technical review applications, awards processing, financial reports and training for grant recipient; the procurement and payment for goods and services; establishing and maintaining controls and procedures to ensure compliance with state finance regulation.

4. Provide critical fiscal policy analysis and recommendations for the State Fire Marshal's planned objectives and priorities, in conjunction with the senior management team. Support the State Fire Marshal and Deputy State Fire Marshal at legislative hearings on budgetary, fiscal and facility matters.

5. A significant amount of DFS services are performed by contractors whose availability schedule is governed by their firefighting positions with local communities, this causes significant variations between projected and actual costs. The internal accounting system provides biweekly updates on expenditures, and current remaining balances at the program level to DFS managers and supervisors.

6. Act as DFS Security Officer and Single Audit Liaison, which requires "designation" by the State Fire Marshal. Oversee all of DFS audits.

### **Qualifications:**

#### **MINIMUM ENTRANCE REQUIREMENTS:**

Applicants must have at least five years of full-time, or equivalent part-time, supervisory or managerial experience in business administration, business management, or public administration.

**SPECIAL REQUIREMENTS:** None.

**Preferred Qualifications:**

1. Five years of managerial experience with significant responsibility and knowledge in state finance, budgeting, accounting, auditing, management analysis, program evaluation, financial reporting and administrative functions.
2. Bachelor's Degree in Business Administration, Finance or Accounting required.
3. Knowledge of accounting and budget preparation.
4. Knowledge of the Commonwealth's policies and procedures relating to budget, accounting, purchasing, personnel, payroll and benefits.
5. Knowledge of facilities planning operations and vehicles.
6. Skills in written and oral communication.
7. Skills in planning, organization, and implementation.
8. Ability to make decisions.
9. Ability to learn and accept new procedures; ability to anticipate problems and develop solutions.
10. Ability to work well with others.
11. Ability to select, develop, manage, supervise and evaluate staff.
12. Knowledge of all state accounting and security systems and databases (MMARS/LCM, Doc Direct, Warehouse, Platform).

**How To Apply:**

Mail cover letter and resume to:  
Maribel Fournier  
Director of Administrative Services  
Department of Fire Services  
PO Box 1025, State Rd.  
Stow, MA 01775

Please submit 2 copies of resume and cover letter and include an email address on all correspondence. Faxed, emailed, or late resume will not be considered.

**Agency Web Address:**

<http://www.mass.gov/dfs>

**Diversity Officer:**

Ms. Maribel Fournier (978) 567-3140

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.